

Report For Week Ending 3 June 1958
From
Records Center

During the week the following accessions were made:

COMPT	71 Cu. Ft.
OSI	3 " "
MEDICAL	1 " "
PERSONNEL	2 " "
OCR	20 " "
DD/P	8 " "
OL	2 " "
OCI	7 " "
ORR	1 " "
SECURITY	15 " "
Sub-Total:	130 Cu. Ft.
Finished Intelligence	76 " "
Total:	206 Cu. Ft.

Map Negatives	1,170 Cu. Ft.
Records Holdings	24,075 " "
Distribution Material Holdings	10,886 " "
Total:	36,131 Cu. Ft.

Distribution Material Disposed of at Center	76 Cu. Ft.
Distribution Material Transferred from Center	25 " "
Records Disposed of at Center	142 " "
Records Transferred from Center	609 " "
Total:	852 Cu. Ft.

Accessioning
Tangible

1. As a result of OL/Transportation Division being unable to furnish transportation last week it was necessary that we require two trips be made this week for the transporting of a total of 395 cubic feet of records.
2. Furnished 50 assembled record containers to our customers.
3. Relocated 108 cubic feet of records to make room for new accessions.
4. Processed 74 new reports and 1 new administrative issuance for supplemental distribution.
5. Work is continuing on reducing the copies of supplemental distribution material, during the past week 53 cubic feet were destroyed. Project is 40% complete.

Reference
Tangible

25X1A9a 1. Serviced several large request that consisted of 181 copies of NIS to be sent to USAF; 258 copies of NIS and NIS Gazetteers to be sent to [REDACTED] of ~~Legations~~ ^{SCB} and 293 Headquarters and Field Regulations, Notices and Handbooks to be sent to various offices at Headquarters.

Disposal
Tangible

25X1A13a 1. [REDACTED] 28 cubic feet of material and an additional 76 cubic feet were placed in the disposal area making a total of 530 cubic feet in the disposal area.

2. DD/P transferred 609 cubic feet of their material back to Headquarters for disposition.

25X1A9a

[REDACTED]

Chief, Records Center

Attachment.